



## Department of Planning and Zoning

Town of Vienna, Virginia

127 Center Street S

Vienna, Virginia 22180

Phone: 703-255-6341 | Email: DPZ@viennava.gov

Hours: Monday – Friday, 8:00 am - 4:30 pm

# Town of Vienna Final House Location Survey Checklist

*This checklist is meant to serve as a guideline for house location surveys submitted within the Town of Vienna. Compliance with this checklist does not guarantee approval. More information may be requested in addition to information requested in this checklist. Applicants are responsible for ensuring they are compliant with all relevant Town, County, and State requirements.*

*Last Revised 2-26-2020*

Requirements		Complied (Yes/No)
<b>General</b>		
1	Engineer's or Surveyor's statement and seal.	
2	Graphic scale and north arrow.	
3	All dimensions shown in feet and decimals of a foot to the closest 0.01 of a foot; all bearings in degrees, minutes and the nearest ten seconds.	
4	Name of project.	
5	Address of building.	
6	Project file number.	
7	Subject property parcel number and parcel numbers of addresses of adjoining lots.	
8	Right-of-way name abutting the subject property and right-of-way width.	
9	Locations of set property corners.	
<b>Site Elements</b>		
10	Boundary of site as shown on the final plat of record.	
11	Location of house and accessory structures, such as sheds, with dimensions.	
12	Location of architectural features and accessibility features, such as porches, window wells, areaways, and chimneys.	
13	Location of any decks.	
14	Location of driveways and patios.	
15	Location of any fences and distance on or off subject property.	
16	Location of leadwalks/walkways.	
17	Show and label the location of stormwater management facilities.	
18	Dimensions of setbacks from house/structures to property lines.	
19	Minimum zoning setback lines.	
20	Show and label any floodplain boundaries, Resource Protection Area (RPA) boundaries and Resource Management Area (RMA) boundaries.	
<b>Lot Coverage and Deck Coverage Calculations</b>		
21	Calculation of lot coverage, broken down by areas of structures and features.	

22	Lot coverage includes area of house, driveway, accessory structures, patios, and porches.	
23	Calculation of deck coverage, broken down by areas of decks.	
<b>Elevation Information</b>		
24	Elevation of basement floor.	
25	Elevation of the first floor elevation.	
<b>Easements</b>		
26	Provide Deed Book and Page Number for existing sanitary, storm, access, and other utility easements.	
27	Provide newly recorded easement plats, dedications and record plats.	
28	Provide any other related recorded documents (such as condominium documents).	